



# Kennesaw State University Policy Process Council Meeting Summary

August 20, 2024

11:00 – 12:30

Via TEAMS

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**Members:** Sandi Gillilan, Jay Thomas, Aaron Streimish, Scott Nowak, Karen Kornweibel, Leigh Funk, Robert Bridges, Stephen Gay, Sherry Grable, Matt Iwanski, Ryan McLemore, Melanie Griffin, Nwakaego Nkumeh Walker, Lisa Duke, Amy Phillips, Amber Smith, Muhammad Behzad, Pete Rorabaugh, Rudy Jackson

**Members Excused:** Stephen Gay, Amy Phillips, Melanie Griffin

**Invitees:** Melissa Hernandez – Human Resources  
Sonia Toson/[Jennifer Hoyt](#) – Organizational Effectiveness, Leadership, and Inclusivity

## Agenda:

### New Business

1. **Introduction of New Members**
2. **Institutional Policy Processing Updates**
  - a. Policy Processing Orientations for Shared Governance & Administrative Review Groups  
[The orientations seemed to go well and offered additional opportunities to collaborate with these groups to make improvements.](#)
  - b. Publicly Accessible Policy Links – Do we want a webpage or Smartsheet?  
[Please consider your preference here and we will discuss this at the next PPC meeting in September.](#)
  - c. Annual Policy Update Report – [FY24 Policy Update Summary](#)  
[One of the requests from the shared governance and administrative review bodies was to more transparently communicate when policies have been signed if the policy didn't require shared governance review. In response, the Annual Policy Update Report was created, and the PPC Chair will share the report with the SG groups before the end of each semester for dissemination across their membership.](#)
  - d. [Policy Initiation Status Report](#)  
[To further enhance transparency and communication across the shared governance and administrative review groups, the Policy Initiation Status Report was created and linked to the Policy Initiation and Review Requests website. This report shows which policies have been submitted and where they are in the routing process for each review group. Although, this won't give advanced notice of the content of the policies, it will give a heads up in terms of policies are in line for review approximately two months in advance.](#)
  - e. [Policy Cover Sheet](#) – Identification of Changes in Advance  
[As each policy sponsor prepares to review/revise a policy, I am asking that you include the Policy Cover Sheet as the first page and list the type of revision - No](#)

Changes, Editorial Updates Only, or list a summary of the substantive changes. This will facilitate a quicker identification of which policies need to go to the PPC and SG groups and allow everyone to clearly see the changes.

- f. PPC Agendas with Shared Links (Please enter feedback in document)  
Another efficiency tweak is to ask the PPC to enter any feedback directly into the shared document. This will hopefully help the sponsor and the PPC chair get any updates completed accurately and get the policy moving to the next step more quickly.

**3. Proposed Cohort schedule for policy annual reviews – Update Reminders**

- a. Group May – Ready for PPC by August / SG by September
- b. Group June – Ready for PPC by September-October / SG by November
- c. Group July – Ready for PPC January-February / SG March
- d. Immediate updates can be made anytime as necessary

**4. Review/Discussion of Policies**

Policy	Summary of Changes
<p><a href="#">Affirmative Action Policy</a> (New) Sonia Toson</p>	<p>New Policy</p> <p>No revision suggestions submitted.</p> <p>Request to check the links in the document. Leigh Funk updated the links in the pdf and tested them.</p>
<p><a href="#">Freedom of Expression Policy</a> (Update) Nwakaego Nkumeh Walker</p>	<p>Section 1 – Purpose – language clarification</p> <p>Section 2 – Scope – more concise language no changes to who is affected.</p> <p>Section 3 – Exclusions section moved from a later section – no changes to the exclusions.</p> <p>Section 4 – Definitions – language clarification, addition of definitions for KSU campus community, spontaneous expression.</p> <p>Section 8 – Procedures for Reservation Requests – added “fronting” as a reason to deny a request.</p> <p>Section 9 – General Provisions – added clarification that individuals not complying with these provisions can be removed from campus and disciplinary action may be taken, clarification of interruption of normal educational functions,</p> <p>New Provisions:</p> <ol style="list-style-type: none"> <li>1. Dissemination of materials,</li> <li>2. Language clarification on physical violence, threats or destruction of property,</li> <li>3. Clarification of damage, defacement, alternation or destruction of property,</li> <li>4. Installation of structures,</li> <li>5. Overnight use of University property,</li> <li>6. Elimination of the use open flames, bonfires, or lighting any material on fire,</li> <li>7. Affixing items to any permanent structure,</li> <li>8. Disruption of scheduled speakers from being heard</li> </ol>

	<p>Language added describing possible sanctions and disciplinary actions</p> <p>Language added permitting University to modify or end any expressive activity for specific reasons</p> <p>Section 10 – Associated Policies – Added KSU Posting and Chalking policy and Posting and Advertising Policies for KSU Registered Student Organizations.</p> <p>No revision suggestions submitted.</p> <p>Links within the policy were updated to be active.</p>
<p><a href="#">Posting and Chalking Policy</a> (New)</p> <p>Nwakaego Nkumeh Walker</p>	<p>New Policy</p> <p>Link to Dean spreadsheet is not fully open, it requires permission to access. Nwakaego will ask Zach to make it open to anyone at KSU.</p> <p>No revision suggestions submitted.</p> <p>Links within the policy were updated to be active and to point to the permanent / public links.</p>
<p><a href="#">Pregnancy Accommodation &amp; Worksite Lactation Policy</a> (Update)</p> <p>Melissa Hernandez</p>	<p>There are substantive changes to the policy to ensure compliance with EEOC regulations effective in June 2024, that provided clarification that intermittent, minor, or temporary pregnancy-related medical conditions may be subject to reasonable accommodation, and specific examples of reasonable accommodation were provided. In addition, supporting medical documentation may not be required for obvious conditions with self-attestation. Retaliation prohibition was also included in the revisions.</p> <p>No revision suggestions submitted.</p>

## 5. Policy Updates Going through Shared Governance Review

- a. Freedom of Expression Policy (Update) – Nwakaego Nkumeh Walker
- b. Posting and Chalking Policy (New) - Nwakaego Nkumeh Walker
- c. Conduct Guidelines Employees Policy (PPC Reviewed in April)
- d. Job Description Policy (PPC Reviewed in April)
- e. Relocation Policy (PPC Reviewed in April)
- f. Pre-Employment Random and Post Accident Substance Abuse Testing Policy (PPC Reviewed in April)
- g. Staff Grievance Policy (PPC Reviewed in April)
- h. Staff Teaching Policy (PPC Reviewed in April)
- i. Wage Salary Administration (PPC Reviewed in April)

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## Meeting Schedule

2024-2025 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- August 20, 2024 (added to accommodate review of policies for the new year)
- September 24, 2024
- November 12, 2024
- February 18, 2025

- April 15, 2025

**Tentative Topics for Next Agenda**

1. Review of Policies (UITS, etc.)
2. Schedule for FY25 reviews
3. Role of Student Government in Review of Institutional Policies
4. Public Policy Website or Smartsheet